**Ref. Number: 40.21**

**Consultancy service for a comparative macro-economic risks and opportunities analysis of sand extraction in the Vietnamese Mekong Delta**

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# General information

**Applicable procurement law:** WWF Viet Nam procurement regulations.

**Contracting agency:** WWF Viet Nam, No. 6, Lane 18 Nguyen Co Thach Str., Nam Tu Liem Dist., Hanoi, Viet Nam.

**Title:** Procurement of Services - Consultancy service for a comparative macro-economic risks and opportunities analysis of sand extraction in the Vietnamese Mekong Delta

**Type of Contract:** Services.

**Estimated, maximum contract value (including all taxes and charges):**

20,000 USD

**Award criteria:** The award follows a “best quality-cost ratio” approach, as stated in the procurement documents.

**Duration of the contract:**

May 2021 - August 2021.

**The contract is subject to renewal:** no

**Information about funds:**

The procurement is related to the project:*“Drifting Sands: Mitigating the impacts of climate change in the Mekong Delta through public and private sector engagement in the sand industry”* and funded by theGerman Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) - International Climate Initiative (IKI).

**Type of procedure:** Single stage bidding (Technical and financial offer).

**Time limit for sending the proposals:** May 18th, 2021, 17.00 hrs (ICT).

**Time limit for sending questions to this tender is:** Within May 6th, 2021, 17hrs (ICT).

**Opening of the tenders:** 1 day after the deadline for sending, at WWF Viet Nam.

**As ICB, Language shall be:** English.

**TERMS OF REFERENCE**

**Consultancy service for a comparative macro-economic risks and opportunities analysis of sand extraction in the Vietnamese Mekong Delta**

***Project code: 40001883/402576***

**Supervised by:** Project Director

**Work location:** Viet Nam with at least three field trips in the Vietnamese Mekong Delta

**Duration:** May 2021 – August 2021.

WWF Viet Nam is looking for a service provider (consultant or consultant team) to conduct:

An analysis of (reputational, economic, environmental and other) risks to – notably private sector - actors in the sand value chain arising from adverse impacts of sand mining in the VMD.

# Background

The Vietnamese Mekong Delta (VMD) region is roughly a 40,000 square kilometers triangle stretching from Gò Công in the east to Tân Châu and Hà Tiên in the northwest, down to Cà Mau at the southern tip of Vietnam, and including the islands of Phú Quốc and Côn Đảo. The Vietnamese Mekong Delta plain can be divided in two parts: an inner delta that is dominated by fluvial processes, and an outer delta that is affected by marine processes. The inner delta is low-lying and close to sea level while the outer delta is built of coastal deposits, is fringed seawards by mangrove swamps, beach ridges, sand dunes, and tidal flats.[[1]](#footnote-1) . In natural state most of the delta was covered by floods that brought benefits such as washing and fertilization of land, pest control, recharge of shallow water table and deposition of sediment that compensate for land subsidence. The VMD together with the Dong Nai river builds a large coalescent delta that covers an area of >50,000km and about 30M people including HCMC, Vietnam’s largest cities. With an extremely low mean elevation of ~0.8 m above sea level, the VMD is among the region’s most vulnerable to climate change-driven sea level rise (SLR)[[2]](#footnote-2). The construction of hydropower dams and extraction of sediments for a booming construction sector have already reduced sediment transport to the delta by about 77% between 1992 (160 Mt) and 2014 (75 Mt)[[3]](#footnote-3). Regarding sand mining specifically, excessive extraction concessions, illegal sand mining and a lack of awareness have resulted in extraction rates far beyond the replenishment capacity of the Mekong River[[4]](#footnote-4). Especially along the Mekong’s main branches, the Hau and Tien rivers, the consequences have become increasingly apparent, exposing millions of riparians to riverbank erosion, salt water intrusion and higher tidal amplitudes[[5]](#footnote-5).

**The project: Drifting Sands: Mitigating the impacts of climate change in the Mekong Delta through public and private sector engagement in the sand industry**

Between 2019 and 2023, the World Wide Fund for Nature (WWF), with financial support from the German Government, is working with national and provincial stakeholders to mitigate the Mekong delta’s vulnerability to SLR through an improved sediment management.

Under the project, the WWF will:

1. Establish a Delta wide sand budget in consultation with stakeholders to create a uniformly agreed understanding of the sediment budget in the delta and scope and impact of unsustainable extraction rates;
2. Promote public awareness of the impact of unsustainable sediment exploitation in the Mekong Delta;
3. Promote the participation of and dialogue between key actors in the Vietnamese construction sector, and providing information on the risks associated with sand mining and opportunities of sustainable alternative sourcing for sand and gravel;
4. Develop and propose improved policies and practices in relation to sustainable sand and gravel mining;

The project is implemented by WWF Viet Nam and WWF’s regional hub for the Greater Mekong region, in collaboration with WWF Germany.

# Objectives

The WWF is looking to tender out an analysis to determine: (i) the wider economic risks (physical, regulatory, reputational) from current sand mining patterns & (ii) opportunities - including medium & long term socio-economic externalities - from shifting towards more sustainable sourcing of aggregates aligned to economic growth targets.

In this context, the present assignment serves to:

Assess, including in economic terms, the economic implications of the triple bottom negative impacts of river sand in the VMD in comparison to alternative sourcing options and the resulting business/economic risks for actors in the sand value chain.

# Scope of work and major responsibilities

The analysis should:

Identify and document all river sand extraction methods currently used in the Vietnamese Mekong Delta;

Assess the negative impacts of sand mining (for each of the extraction methods) and of resulting [business] risks to actors in the sand value chain;

Stock-take of all negative effects of sediment mining (by mining method, as appropriate) to local communities and the political economy of VN, based on the literature and field trips surveys;

Examine key national regulations and guidelines addressing sand and gravel extraction methods and how these are complied by the sand actors;

Based on certain assumptions (to be agreed) plot a BAU scenario 10 years into the future by extraction methodology;

Based on this preparatory analysis, assess the business risks for key stakeholder groups in the sand value chain, covering economic, reputational, regulatory and supply chain risks.

# Knowledge/Expertise

## Economic analyst

* 8 yrs of expertise in environment economic analysis (experience in the construction sector is an asset).
* Understanding and experience in hydro morphological processes is an asset.
* Advanced degree (Ph.D. preferred) in economic development, environmental-economics, natural resources economics, investments, economic master planning, industrial development or other related fields.
* Strong knowledge of stakeholders mapping.
* Strong [analytical skills](https://resources.workable.com/analytical-skills-interview-questions) with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
* Adept at queries, report writing and presenting findings.
* Experience of working and collaborating with stakeholders including Government bodies.
* High levels of energy, initiative and flexibility in quickly adjusting to changing work program requirements.
* Excellent understanding on Viet Nam industrial development and Vietnamese Mekong Delta is an asset.

English proficiency is a must.

# Methodology

Location: Vietnamese Mekong Delta.

The proposed methodology to conduct the analysis is:

1. Preparation, submission, and presentation of timeline and methodology of action
2. Conduct a literature review (from approximately the year 2000 to present)
3. Preparation and implementation of field trips involving visual observations/site visits and primary data collection through meetings with relevant stakeholders
4. Data analysis
5. Presentation of initial findings in the form of an inception report to Project Director
6. Final presentation, reporting, and documentation

# Budget and methodology of payment

Total available budget for the task is: 19,000 USD including all taxes, import duties, travel and other possible charges as well as equipment rental or purchase and service costs.

Payment shall follow the subsequent echelon:

|  |  |  |
| --- | --- | --- |
| **Timeline** | **Deliverables** | **Payment (% of contract value)** |
| May 3rd, 2021 | Kick off meeting |  |
| July 20th, 2021 | First draft report  Make a presentation on the findings during a validation workshop to a reference group of members | 30% |
| August 10th, 2021 | The second draft report submitted to PMU for review | 30% |
| August 30th, 2021 | Final report should not be more than 45 pages (excluding appendices)  Dataset with all data and information collected from the field work or desk review | 40% |

# Implementation period

The deliverables shall be concluded between May 1st 2021 and August 31st 2021.

# How to bid

**The interested bidder shall submit the bidding dossier in single stage:**

* Sign the technical proposal submission form (paragraph 14 of this ToR)
* A brief description of why the service provider considers the consultant/team/organization as the most suitable for the assignment. Description needs to include the Capacity profile (CVs) of all experts to be involved in the contract as well as references of including the relevant projects/works/studies that have been carried out by the consultant team / organization.
* In the case of a Consultancy firm, organization or institute, a profile of the entity/ies and their goal, mission and mandate shall also be shared along with the Certificate of the State Register of Legal Entities.
* Bidders are free to associate themselves (mixed national/international consortium is desired) with other firms or experts to ensure that all required know-how and experience are available to them. In this case, a signed MoU of cooperation between all of the involved vendors with the indication and agreement of the lead applicant is required.
* A technical proposal with the (i) detailed methodology with clear deliverables and how the assignment will be completed, (ii) the justification and risks/mitigation plan. International consultants are also to indicate the plan on how they will ensure effective participation in light of Covid19 travel restrictions.
* A financial proposal (expressed in USD) inclusive of all charges and taxes inclusive fixed total contract price, supported by a breakdown of costs per key activity.

A soft copy in PDF of the application should be sent to [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn). Application e-mail must have the subject heading indicating **IKI SMP Economic analysis**.

**Deadline for submission of bids is April 21st, 2021 - 17.00 hrs ICT.**

**Questions for clarifications can be submitted until April 5th - 17.00 hrs ICT.**

Only selected candidate(s) will be contacted about the outcome of their tender.

The bids submitted after the deadline prescribed will not be considered.

Incomplete bid dossiers will not be considered.

## Award criteria

The contract will be awarded based on the most economically advantageous tender, according to the **'best price-quality ratio'** award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points. Tenders that receive less than 70% of the maximum possible mark for the whole quality evaluation or less than 60% for one of the quality criteria will be eliminated and their final score will not be calculated. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Contracting authority may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Contracting authority shall not be considered. The Contracting Authority’s request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Contracting authority in the evaluation of the bids.

|  |  |
| --- | --- |
| **Quality Criteria** | **Points** |
| **Overall approach**  This criterion assesses the quality of the approach set out in the tender, specifically with regard to order clarification, work planning, the content-related preparation of the consultations and written deliverables, and communication with the contractor and external stakeholders. | 40 point – minimum threshold 60% (24 p) |
| **Relevant work experience**  This criterion assesses the work experience of the tenderer relevant to criteria 2-5 listed above, as evidenced through a list of project references, reference publications and materials to be submitted in conjunction with the tender. | 40 points - minimum threshold 60% (24 p) |
| **Quality assurance**  This criterion assesses the quality assurance measures applied to the service foreseen in this tender specification concerning the quality of the stakeholder process and the deliverables, such as language quality checks or application of facilitation standards. | 20 points – minimum threshold 60% (12) |
| Total number of points | 100 points |

**A weighting of 70 - 30 is given to quality and price.**

After evaluation of the quality of the tenders, the evaluation committee will proceed with the financial comparison of the tenders retained for further consideration according to the following formula:

score for tender X = [(Lowest price / Price of tender X) x 30 ]+ [(Total quality score for all award criteria of tender X / 100) x 70]

# Cancellation, suspension, protection and addenda clauses

WWF Viet Nam reserves the right to cancel or delay the tender process at any stage and at its own discretion.

At any time prior to the deadline for submission of bids, the contracting authority may amend the bidding document by issuing addenda.

# Ground for exclusion

Applicants/Bidders (including all members of a consortium) shall not be awarded the contract if, on the date of submission of their tender/offer or on the intended date of Award of Contract, they:

1. Are bankrupt, being wound up or ceasing their activities, are having their activities administered by courts, have entered into receivership, or are in any analogous situation.
2. Have been: convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union and/or Germany or Viet Nam for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions.
3. Convicted by a final court decision or a final administrative decision by a court, the European Union or national authorities in Viet Nam or in Germany for Sanctionable Practice during any Tender Process.
4. Have been subject, within the last five years to a Contract termination fully settled against them for significant or persistent failure to comply with their contractual obligations during Contract performance.
5. Have not fulfilled applicable fiscal obligations regarding payments of taxes either the country where they are constituted.
6. Are subject to an exclusion decision of the World Bank or any other multilateral development bank and are listed in the respective table with debarred and cross-debarred firms and individuals available on the World Bank’s website or any other multilateral development bank.
7. Have given a misrepresentation in supplying the information requested as condition to participation in this tender process.
8. Have submitted incomplete bid dossiers.
9. Have submitted bidding dossiers beyond the bid deadline.

# Fraud, corruption and conflict of interest declaration

The candidate has read entirely the WWF Policy on conflicts of interests. He understands responsibilities to comply, and fully commit to it. He acknowledges he has no conflicts, as described in the WWF's Policy on Conflicts of Interest in attachment to these ToRs.

An attempt by a Bidder to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of the bids, to obtain information on how the procedure is progressing or to influence on its decision concerning the award of the Contract will be result in immediate rejection of the bid.

# Ethics

Candidates must respect the professional rules of conduct without any reproach in the conduct of its mandate. Furthermore, the vendor will ensure not to tarnish the image of the WWF execution of its mandate. WWF gives the right to terminate the agreement in proven cases of misconduct that can harm the WWF.

# Technical proposal submission form

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal in single stage. [If the Consultant is a joint venture/consortia, insert the following: “We are submitting our Proposal in a joint venture/consortia between: [Insert a list with full name and the legal address of each member, and indicate the lead member].

We have attached a copy [insert: “of our Memorandum of Unuderstanding to form a joint venture/consortia” or, if a Consortia is already formed, “the relevant information of the existing Consortia agreement”] signed by every participating member, which details the likely legal structure of, the leadership, and the confirmation of joint and severable liability of the members of the said joint venture/consortia.” or If the Consultant’s Proposal includes Sub-consultants, insert the following: “We are submitting our Proposal with the following firms as Sub-consultants: [Insert a list with full name and address of each Sub-consultant.”]

We hereby declare that:

1. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Contracting authority.
2. Our Proposal shall be valid and remain binding upon us for the period of 6 months.
3. We have no conflict of interest in accordance with the guidelines for procurement.
4. We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts without written approval from the Employer may lead to the termination of Contract negotiations.
5. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment subject to TOR requirements.

We understand that the Contracting authority is not bound to accept any Proposal that the Employer receives.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company’s name or JV’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

# Checklist

|  |  |  |
| --- | --- | --- |
| **#** | **Document** | **Status of submission** |
| 1 | Technical proposal submission form |  |
| 2 | Brief description of suitability |  |
| 3 | State Register of Legal Entities (applicable in case of firm/organization/company) |  |
| 4 | CVs of proposed professionals |  |
| 5 | MoU/JV (applicable only in cases of partnerships) |  |
| 6 | Technical Proposal inclusive of:   1. detailed methodology with clear deliverables and how the assignment will be completed, 2. the justification and risks/mitigation plan |  |
| 6 | Financial Proposal inclusive of all taxes and charges |  |

1. <https://www.mekongdeltaplan.com/mekong-delta-plan/introduction> [↑](#footnote-ref-1)
2. Minderhoud, P.S.J., Coumou, L., Erkens, G. et al. Mekong delta much lower than previously assumed in sea-level rise impact assessments. Nat Commun 10, 3847 (2019). https://doi.org/10.1038/s41467-019-11602-1 [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. Ass.Prof. Le Manh Hung, Ass.Prof.Dinh Cong San and Dr. Nguyen Duy Khang – Southern Institute of Water Resources Research: “Studying the impact of sand mining activities on changing the river bed of Cuu Long river (Tien and Hau rivers) and proposing solutions for rational exploitation management and planning”,State-level independent scientific research projects, 2014 (Code: ĐTĐL.2010T/29). [↑](#footnote-ref-4)
5. Tuoi Tre News, 2017. Vietnam forecast to run out of construction sand by 2020. Available at: <https://tuoitrenews.vn/news/society/20170803/vietnam-forecast-torun-out-of-construction-sand-by-2020/40865.html> [↑](#footnote-ref-5)